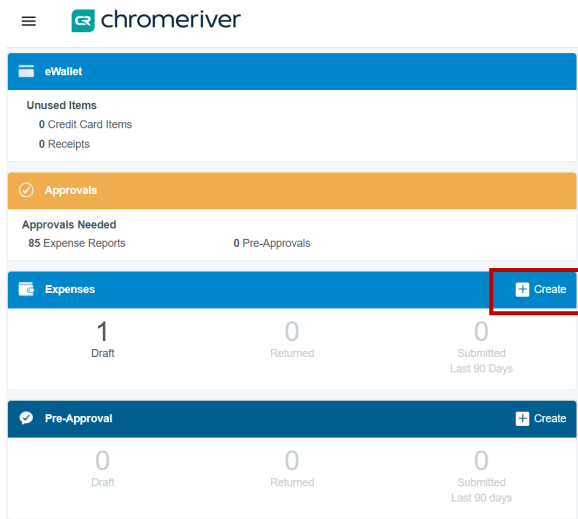
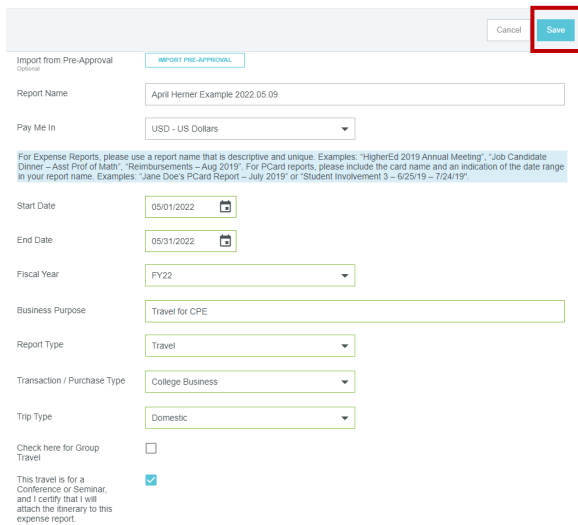


CHROME RIVER – SIMPLE PERSONAL REIMBURSEMENT REQUEST – SIX STEPS

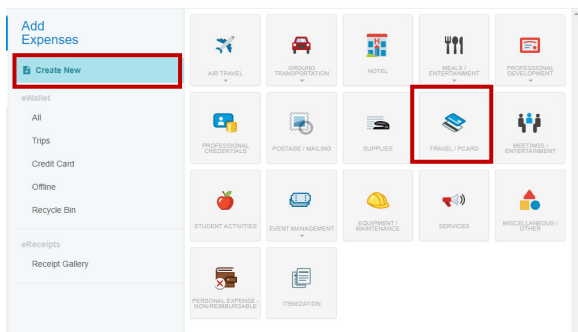
Step 1: Click Create



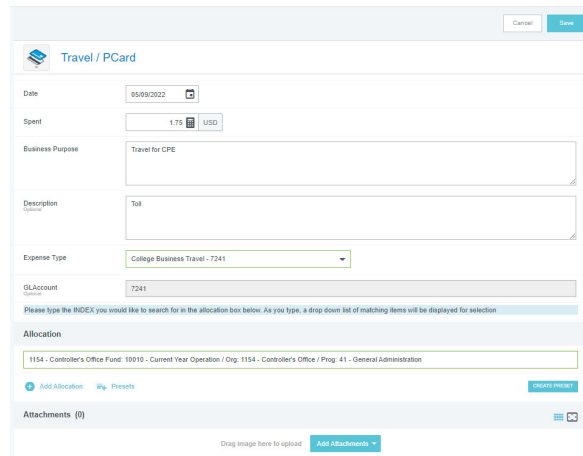
Step 2: Enter in Report Name, Date (can be a range), Purpose, Report Type, and Other information as prompted. Click Save.



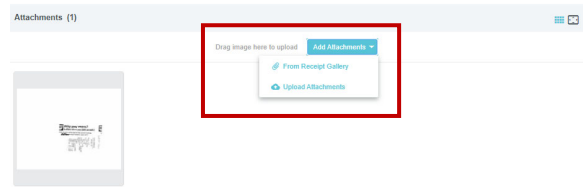
Step 3: Click on Create New, then choose relevant expense tile (see next page for expense tile list with accounts) – Use 'create new' for each expense line you will be adding.



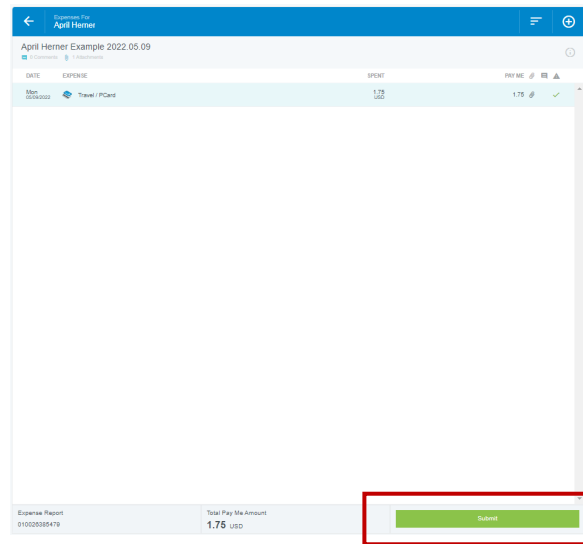
Step 4: Enter in Date of Receipt, Amount, Description (optional), GL account (must), and Allocation (the Index)



Step 5: Attach Receipt – from Gallery (photos from phone), Upload (from PC), or Drag and drop (from PC). Save.



Step 6: On the left side of the screen, once all is entered. Choose Submit.



Please note, these instructions are only for simple non-pcard personal expense reimbursement requests.

TILE: Equipment / Maintenance

7126 Telephone Rental
 7181 Small Equipment < \$1,000
 7182 Equipment Lease / Rental
 7183 Equipment Maint.
 7184 Equipment Maint. Agreement
 7186 Motor Vehicle Maint.
 7191 Small furniture < \$1,000
 7201 Building Maint.
 7204 Parking Drive Maint.
 7205 Sidewalk Maint.
 7206 Snow Removal
 7207 Trash Removal
 7208 New Plants
 7209 Horticulture
 7210 Arboriculture
 7210 Athletic Field
 7212 Tennis Courts

TILE: Meetings / Entertainment

7242 College Business Meeting
 7243 Professional Meeting Allw
 7262 Employment Candidates
 7265 Entertainment
 7406 Visiting Committees
 7421 Colloquium
 7432 Staff Training
 8046 Staff Meetings & Catering
 8106 Staff Training
 8107 Concert Tours

TILE: Postage Mailing

7101 US Postage
 7102 Postage Services
 7104 Freight
 7105 UPS Charges
 7106 Overnight / Air Express Charges

TILE: Professional Credentials

7221 Membership Fees
 7222 Professional Fees / Expenses
 7243 Professional Meeting Allow.

TILE: Services

7009 Laundry / Dry Cleaning
 7024 Computer Prod Services
 7047 Web Design Services
 7141 Printing / Publication
 7227 Administration Fees
 7229 Software / Maint. Fees
 7246 Admissions Counselor Tour
 7250 Multicultural Recruitment
 7251 Student Recruitment
 7261 Employment Advertising
 7283 Participant Stipends
 7325 Uninsured Property Claims

7401 Advertising
 7402 Publicity
 7408 R&D Committee Awards
 7410 Search Program Fees
 7411 Alumni Admissions Program
 7412 Design & Photography
 7416 GLCA Activities
 7422 Program Review
 7424 Research Assistance
 7426 Faculty Recruiting
 7435 Collective Bargaining
 8004 Latin American Studies
 8005 Law & Society & Law & Justice
 8006 College Music Committee
 8007 Third World Studies
 8008 London Committee
 8009 Archaeology Committee
 8048 Student Services
 8107 Special Events
 8109 Instrument Maint.
 8261 Recycling
 8267 Mold
 8402 Building Permits
 8403 Tap In Fees
 8404 Connection Fees
 8408 Temporary Signage
 8446 Carpentry
 8503 Renovations
 8521 Roof Replacement/Repair

TILE: Student Activities

7281 Student Travel
 7282 Field Trips
 7284 Program Activities
 7285 Theater Productions
 7286 French Program Activities
 7287 Spanish Program Activities
 7288 German Program Activities
 7289 Russian Program Activities
 7291 Jewish Program Activities
 7292 Protestant Program Activities
 7298 MultiFaith Program Activities
 7423 Honors Program
 7442 Student Activities Support
 8346 Regional Events

TILE: Supplies

7001 General Supplies
 7003 Custodial / Cleaning Supplies
 7004 Instruction Supplies
 7006 Cost of Food Used
 7007 Room / Board
 7008 Supplies Used
 7010 Uniforms
 7011 Laboratory Supplies
 7012 Athletic Supplies

7013 Computer Software / Supplies
 7014 Athletic Trainer Supplies
 7021 General Services
 7026 Printing Services
 7125 Data Lines
 7161 Books
 7162 Periodicals
 7163 Book Binding
 7391 Miscellaneous (1)
 7392 Miscellaneous (2)
 7393 Miscellaneous (3)
 7394 Miscellaneous (4)
 7395 Miscellaneous (5)
 7396 Miscellaneous (6)
 7397 Miscellaneous (7)
 7398 Miscellaneous (8)
 7404 Sheet Music
 7408 R & D Committee Awards
 7417 Gift Acquisition Expense
 7420 Special Donations
 7427 Faculty Development
 7458 Promotions
 8043 User Experience
 8047 Library Undistributed Purchases
 8048 Dean's Faculty Books Support
 8061 Th & D Set
 8062 Th & D Paint
 8063 Th & D Lights
 8064 Th & D Props
 8065 Th & D Sound/Video
 8066 Th & D Special Effects
 8067 Th & D Costumes
 8068 Th & D MakeUp
 8069 Th & D Publ/Tix/Prog/Photos
 8070 Th & D Truck
 8071 Th & D Miscellaneous
 8072 Th & D Royalties
 8203 Winter Term
 8209 Orientation
 8220 Rep Redux Fellowship
 8221 Rep Insurance/Medical
 8222 Rep Tuition
 8223 Rep Travel
 8271 Art Museum Exhibition (1)
 8460 Fire Protection
 8502 Computing Equipment
 8504 Furniture / Furnishings
 8507 Other Equipment
 8508 Musical Instruments
 8509 Kitchen Equipment
 8909 Student Org ST Project # 9
 8912 Student Org ST Project #12
 8913 Student Org ST Project #13
 8916 Student Org ST Project #16
 8930 Student Org ST Project #30
 8933 Student Org ST Project #33

TILE: Supplies

8945 Student Org ST Project #45

TILE: Travel Pcard

7241 College Business Travel

7245 Recruiting

7247 Transportation

7248 Gasoline / Oil

7249 Athletic Team Travel

7433 Housing Allowance